

Work Set-off Agency Files

Process

[WORK SET-OFF FILES](#)

Effective Date

08/16/2005

Purpose

The Work Set-off Agency Files task provides instructions for working the set-off files defined in this process for all **Set-off Agencies**. You must review each file and the file information and determine the appropriate action to take for each item on the file. The Special Notes and Procedure will assist you in the process of working the set-off files.

Special Notes

- Only Set-off Agency Representatives can perform this task.
- TAX notifies Set-off Agencies, via e-mail, when a file is being sent and upon receipt of the e-mail you should check the EESMC. However, you should check the EESMC daily for various files in the event the person receiving the e-mail is not available and the e-mail is not opened on the day sent from TAX.

Procedure

Responsibility

Set-off Agency Representative

Steps

1. Access the file received from TAX via EESMC.
 - New Claims File Errors
 - Claim Number Assignment File
 - Match File
 - Match Update Errors File
 - Pre-Default Update/Contest Date File
 - Payment Information File
 - Defaulted Match File
2. Access the appropriate Set-off File template and export the information into the template. Please refer to TASK: [Use the Excel Set-off Files Templates](#)
3. Print the file information and spreadsheet from Excel if necessary.
4. Initiate the appropriate action for the file you are currently working.
5. Follow your Agency's Policies and Procedures for documenting and archiving documents.

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